



# Maryland Career Development Association

Maryland Career Development Association

Board Meeting

Teleconference

January 24, 2016

Attendees:

Susan Gordon

Ronda Ansted

Rebecca Benner

Alyssa Best

Rose Howard

Laura Labovich

Lisa Oliver, Recording Secretary

Karol Taylor

Bruce Wahlgren

Absent:

Dory Goldberg

Carolyn Owens

Dawna Reeves

Krasimira Shapkarova

Vikki Torrence

Sabira Vohra

The meeting was called to order at 11:07 am.

Welcome and connect: President Sue Gordon welcomed everyone to the teleconference. Light conversation ensued about the amount of snow that fell over the weekend throughout Maryland.

Treasurer's Report: Alyssa Best

Alyssa Best gave the budget report.

MCDA budget: 7/1/2015 - 6/30/2016

Balance as of 12/31/2015: \$31,683.37

**Income**

Actual Income from 7/1/2015-12/31/2015: \$2,240.00

Projected (for fiscal year): \$27,300

From Annual Conference fees \$195

From Christmas Event: \$155

**Expenses**

Projected (for fiscal year): \$33,380

Expenses from 7/1/2015-12/31/2015: \$8,265.44

Conference Update: Bruce Walhgren reported that he's completed the draft of the conference schedule at a glance, workshop breakout sessions, and the write ups for the keynote speakers.

Bruce reported that Rose is reviewing the proposals. There needs to be some clarification on the sessions that are eligible for continuing education (clock hours).

Registration via website is ready to go; there are currently 23 individuals registered. Early bird begins March 18, 2016. Registration for Board members and Officers until January 31, 2016.

Fees for one presenter and one exhibitor have been received.

Email reminders to the individuals on the Wild Orchid database will be sent according to the Marketing schedule.

The photographer has been secured for \$250. Free headshots will be provided for all attendees.

Rose commented on the Continuing Education credits (Clock Hours). In order to be eligible, the entire hour of the program must be all content. If the breakout session is 1 hour 15 minutes, the session would be eligible for 3.75 clock hours. Bruce advised that 3 out of 4 of the breakout sessions are continuing education/clock hour eligible. The round tables are not continuing education/clock hour eligible. Rose commented that we need a tracking method, perhaps a certificate.

It was decided that Sue, Ronda, Rose, and Bruce will meet offline to talk about the tracking mechanism.

Karol raised the question about what we are providing the vendors as a benefit for participating at the conference. There was some discussion on setting a time for vendors to address the group of attendees to introduce themselves and talk about their products and services.

Review Mission and Vision: Sue opened the floor for Board to ask questions. She reviewed the vision and mission statements and asked for feedback from the group.

**MCDA's Vision:**

MCDA's vision is that all career professionals provide the most effective and efficient services in an ethical manner.

## Our Mission:

The Maryland Career Development Association's (MCDA) mission is to promote a forum where career professionals network and share resources to ensure the quality of career services to the standards of the National Career Development Association.

## MCDA is:

- A state organization devoted to maintaining and promoting ethical standards and professionalism.
- A forum for innovative and creative ideas and professional development.
- A roundtable to increase awareness of the new global workplace and its effect on careers of the future.
- An opportunity to deal with rapid change that demands flexibility and awareness.

Ronda commented that the vision referred more to the members than the organization and that it could possibly be restated a little to be more MCDA-focused. There were no further comments.

Board Position Reviews: Sue started the discussion with her duties and responsibilities as MCDA President. Her primary role is to exert leadership in the achievement of the purpose of MCDA, to preside over meetings of the Executive Board, appoint chairpersons of all MCDA committees, serve ex officio on all MCDA committees except the Nominations and Elections Committee and to organize the annual MCDA conference.

As Past-president, Carolyn's role is to remain a member of the Executive Board and serve as Chairperson of the MCDA Nominations and Elections Committee and identify qualified candidates for all open positions. Oversees election process including receiving nominations, developing ballots and announcing winners to membership.

As President-Elect, Ronda's duties include assuming the duties of the President in the absence or incapacity of the President, serving on the Executive Board, and carry out such other duties and responsibilities as may be assigned by the Executive Board. Ronda further commented that she would chair the program committee Ronda addressed the challenges faced by the president-elect: The program chair brings in a lot of revenue through the annual MCDA conference, but the chair turns over every year and the new president elect experiences a learning curve. Therefore, as Chair, she proposed that she would develop templates and a structure that would make the transition easier year after year. Ronda raised the question that asked if it would be possible to have the program chair serve a two-year term. The bylaws may have to be changed to accomplish this.

A discussion ensued regarding re-evaluating the structure of the organization so that more voting Board members are engaged. Discussion ensued about the full Board having voting rights. The consensus was that board members should have voting rights, which would involve a bylaw change. The procedure question on proposing amendments will be presented to the membership for ratification.

To summarize: Sue will send out the proposed changes on two areas that are impeding effectiveness.

- (1) A program chair that would assume the responsibilities of the MCDA programs, yet not serve as President-Elect.
- (2) Language in which all board members have voting rights.

Secretary. Rebecca Benner reviewed her role as stated in the bylaws. She raised the question about the requirement to file an annual state report. Sue advised that she will check on that requirement and follow up with Rebecca. Rebecca then raised the question on her term as Secretary. The term is for three years and she is in her second year.

Publicity. Karol Taylor shared that she has made efforts to respond to requests. She will put together a checklist for Ronda and others to use to determine timelines and what kinds of information is needed for marketing outreach.

Website Chair. Dawna Reeves was absent from this meeting. She has been focused on bringing the website up to date, more attractive to viewers.

Membership. Laura Labovich said she is in agreement with her position description. She has already recruited one new member. She raised the question about the possibility to have an online forum for members to communicate. Laura will create a Google group. She also raised the question about encouraging increased membership by offering a membership referral incentive. This topic will be tabled for another discussion offline. Sue will give Laura admin rights to the Wild Apricot website platform.

Credentials. Rose Howard reported that she reviewed the position description and found that it was fairly accurate and clear. However, she requested an offline conversation with Sue to discuss areas that the position could be updated.

Mentoring and Student Outreach. Vicky has resigned as chair. After some discussion, it was decided to discontinue the mentoring program.

Strategic objective Review in 2015 – Ronda shared that a lot of action items came about as a result of this meeting and things are moving in a good direction.

The meeting adjourned at 12:46 pm.

Action Items:

- (1) Develop Bylaw amendments to present to the membership at the MCDA Conference.
  - a. Program chair, as opposed to the President-Elect, to be appointed.
  - b. Voting rights for full board.
- (2) Develop an efficient way to track CE credits.
- (3) Give Laura access to the Wild Apricot website